Time Off Requests- Employees

eSTART
State of Alabama

Submitting a Time Off Request

1 Select **My Time Off Requests** from the **Related Items** pane.

2 Select the desired Time Period.

3 Click each date(s) on the Calendar to highlight. **Best Practice:** Submit multiple requests whenever time off requests span across holidays and/or weekends.

4 Select **Time Off Request** from the **Requests** section.

5 Date(s) selected from the Calendar populate the **Start Date** and **End Date** fields in the Time Off Request pane. If not, select desired start and end dates.

  Note: Accruals display based on the Start Date.

6 Select the **Pay Code.**

7 Select the **Duration**.

  Note: If **Hours** is selected from the **Duration** list, the **Start Time** and **Length** fields are required. (i.e. Start Time 3p Hours 2). Requests submitted in **Hours** must be in 15 minute increments. The Start Time must also be in increments of 15 minutes.

8 The **Notes** field is optional. When fields are complete, select **Draft** to save or **Submit** to submit request to your manager.

A confirmation message will be sent to the employee, once the manager approves the request. Messages may be viewed by selecting **Inbox** from the **Related Items** pane or from the employee's Agency email account, if applicable.

Cancel a Time Off Request

1 Select **My Current Requests** from the **Requests** section.

2 Select the request to cancel.

3 Select the **Available Action**.

  - **Retract Request** – A request submitted but not approved may be retracted.

  - **Cancel Request** – A request submitted and approved by manager may be cancelled. Manager must approve cancellation.

4 Select the **Apply** button.

Submitting a Time Off Request, Option 2

A second option for submitting a Time Off Request is available from the **My Calendar** widget.

1 Select the desired Time Period from the drop-down or the Range of Date icon.

2 Select the **Request Time Off** button.

3 The **Request Time Off** pane displays. Enter the desired **Start date** and **End date** fields.

   Note: Accrual balances display as of the **Start Date**.

4 Select the desired **Pay code** from the drop down.

5 Select the **Duration**. If **Hours** is selected from the **Duration** list, the **Start Time** and **Length** fields are required. (i.e. Start Time 3p Hours 2). **Note:** Requests submitted in **Hours** must be in 15 minute increments. The Start Time must also be in increments of 15 minutes.

6 When fields are complete, select **Draft** to save or **Submit** to submit request to your manager. The **Notes** field is optional.

A confirmation message will be sent to the employee, once the manager approves the request. Messages may be viewed by selecting **My Inbox** from the **Related Items** pane from the employee's Agency email account, if applicable.

Current requests may be reviewed on **My Time Off Requests** on the **Related Items** pane.

Cancel a Time Off Request

1 Click the time off request in the calendar.

2 Select the **Available Action**.

- **Retract Request** – A request submitted but not approved may be retracted.
- **Cancel Request** – A request submitted and approved by manager may be cancelled. Manager must approve cancellation.

3 Select the **Submit** button.